

TOWN OF MANSFIELD
FINANCE COMMITTEE MEETING
MINUTES OF AUGUST 19, 2015

Members Present: Ryan (Chair), Shapiro, Raymond

Other Council Members Present: Paterson, Wassmundt (joined at 6:32pm)

Staff Present: Trahan

Guests: None

1. Meeting called to order at 6:30pm
2. Approval of minutes for July 29, 2015

Shapiro moved and Raymond seconded to approve the minutes of July 29, 2015. Motion passed unanimously.

3. Opportunity for Public Comment – None
4. Staff Reports – Finance Director Trahan reviewed her memo dated August 19, 2015, including a recap of purchasing controls and documentation; accountability for the Community Playground project; update on the RFP for a Fraud Risk Assessment; and information on the new State set-aside requirement for municipalities. Trahan answered questions from the Committee and Council members.
5. Transfer to Suspense – Trahan reviewed the request to transfer \$62,191.71 in uncollectible taxes to the suspense list and answered questions from the Committee and Council members. This item will be presented to the Town Council on August 24, 2019.

Shapiro moved and Ryan seconded to approve the transfer of uncollected property taxes to the Mansfield Property Tax Suspense Book as recommended by the Collector of Revenue. Motion passed unanimously.

6. Preliminary Revenues and Expenditures – Key Features FY 2014/15 –Trahan reviewed the preliminary results for FY 2014/15. No action is requested of the Committee at this time. The information is presented as an update and for discussion purposes on the additional appropriation of approximately \$376,000 in unanticipated revenues for the year.
7. Draft Fraud Policy – Trahan prefaced the discussion by assuring the Committee that what is presented to them is a first draft only of the policy. Management is looking for feedback from the Committee before sending on to either our labor or town attorney for review. In addition, the “Reporting of Fraud” section needs to include the option of calling a Fraud Tip Line. This has not been included yet as we have not flushed out all of our options yet. The Committee confirmed that they wanted employees to have the ability to report suspected fraud to someone outside of the agency. Trahan will research and provide a draft to the Town Manager’s office for review before sending on for attorney review.
8. Draft Whistleblower Policy - Trahan prefaced the discussion by assuring the Committee that what is presented to them is a first draft only of the policy. Management is looking for feedback from the Committee before sending on to either our labor or town attorney for review. In addition, the “Reporting Procedure” section needs to include the option of calling a Fraud Tip Line. This has

not been included yet as we have not flushed out all of our options yet. The Committee confirmed that they wanted employees to have the ability to report suspected fraud to someone outside of the agency. Trahan will research and provide a draft to the Town Manager's office for review before sending on for attorney review

9. Communications/Other business/future agenda items –

- ⇒ September meeting agenda will include:
 - June 30, 2015 Financial Statements
 - Proposed FY 2014/15 Yearend Transfers
 - Proposed FY 2014/15 CIP Adjustments & Closeouts
- ⇒ Update on the Fee Waiver changes – impact on families & on program revenues
- ⇒ Update on Fraud Policy, Fraud Tip Line & Whistleblower Policy
- ⇒ Review of Purchasing Ordinance
- ⇒ Level at which we propose bonding
- ⇒ Continue review of the Fiscal Management Policies (Fund Balance complete, need to do Investment, Debt, etc)
- ⇒ Discussion with Mansfield Discovery Depot regarding a preschool subsidy
- ⇒ Parameters for building permit fee reductions

10. Adjournment. The meeting adjourned at 7:43 pm.

Raymond moved and Shapiro seconded to adjourn. Motion passed unanimously.

Respectfully Submitted,
Cherie Trahan, Director of Finance